



BOXBOROUGH PLANNING BOARD
29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 264-1723 • Fax: (978) 264-3127
www.boxborough-ma.gov

Owen Neville, Chair Eduardo Pontoriero, Clerk Nancy Fillmore John Markiewicz Hongbing Tang

Meeting Minutes
February 23, 2015
7:30 PM
Morse Room, Town Hall, 29 Middle Road

Members present:

Owen Neville, Chair
Eduardo Pontoriero, Clerk
Nancy Fillmore, Member
Hongbing Tang, Member
Adam Duchesneau, Town Planner

Members absent:

John Markiewicz, Member

The Chair called the meeting to order at 7:37 PM.

Correspondence

Mr. Duchesneau indicated the Planning Board had not received any correspondence since their last meeting.

Master Plan Update Status

Mr. Neville noted Mr. Markiewicz would be unable to attend the next Master Plan Update Committee (MPUC) meeting. Mr. Pontoriero stated he could attend the next MPUC meeting to represent the Planning Board.

Space Needs Advisory Group (SNAG) Update

Ms. Fillmore, the Planning Board's representative on the SNAG, provided an update on the working group. She indicated the consultant for the project, HKT Architects, Inc. (HKT), displayed a number of images which highlighted the space constraints of both the Police and Fire Stations. Ms. Fillmore explained HKT had prepared several different draft redevelopment scenarios for the Police and Fire Station properties. The redevelopment scenarios included additions to each building, demolishing both structures, combining the two stations into one building, different sized parking areas, and even flipping the locations of the two stations. Ms. Fillmore indicated HKT was supposed to get back to the SNAG with some rough cost estimates for each scenario at their next meeting.

Ms. Fillmore stated there was also conversation at the last SNAG meeting as to where the Police and Fire Stations might be temporarily relocated if they had to demolish both of the existing structures. One redevelopment scenario involved combining the two structures which would likely not require a relocation of either department. Another scenario involved tearing down the Police Station and relocating the Police Department; building a new Fire Station in its place;

moving the Fire Department operations into the new building; tearing down the Fire Station; and then building a new Police Station in its place.

Mr. Pontoriero asked who would be funding all of the design and construction for the proposed project and Ms. Fillmore noted it would be the taxpayers of Boxborough. Ms. Tang asked if there were any grant programs available to help pay for some of this and Mr. Duchesneau noted there appeared not to be any programs that covered this type of project. Mr. Duchesneau added that a Warrant Article was being put together for the 2015 Annual Town Meeting to address potential next steps and noted that at some point a Request for Proposals (RFP) would be issued for the project.

On a related Town project note, Mr. Neville inquired about the status of the RFP for the property at 70-72 Stow Road which the Affordable Housing Trust had acquired to construct affordable housing. Mr. Duchesneau indicated Town Counsel was currently reviewing a draft RFP for the property and it was expected the RFP could be advertised within the next two months.

Discussion Regarding Potential Zoning Bylaw Amendments

The Planning Board discussed the following seven proposed Zoning Bylaw Amendments: (1) Amend Definition 2101 "Accessory Structure" to "Accessory Building"; (2) Amend Definition 2152 "Mixed-use"; (3) Administrative amendment to Section 4001 General; (4) Amend the word "churches" to "places of worship" in Section 6006 Parking Schedule; (5) Amend Section 4003(1) Residential Uses to allow Bed and Breakfasts in the Agricultural-Residential (AR) and Residential-1 (R1) Districts by Special Permit; (6) Amend Section 6300 Signs to regulate temporary signs associated with places of worship, the public school system, yard sales, real estate open houses, and businesses, historical markers, and to perform administrative corrections; and (7) Amend Definition 2190 Wireless Communication Facility and Section 7400 Wireless Communication Facilities to allow for wireless communication facilities for public safety purposes outside of the Wireless Communication Facilities Overlay District.

Mr. Pontoriero asked for some clarification on the wording regarding the proposed amendment to change the definition title of "Accessory Structure" to "Accessory Building". He also asked for clarification regarding Items 2, 3, and 4 in Section 5004 and how they applied to the proposed changes for the Bed and Breakfast use amendment. Mr. Duchesneau indicated Items 2, 3, and 4 did not apply to the proposed amendment and were only included in the document because they were part of Section 5004. The Planning Board members agreed those items should be removed from the draft document to avoid confusion about the amendment.

Mr. Neville stated he wanted to remove the language which had been proposed to regulate political signs and the other Planning Board members agreed. Mr. Pontoriero asked if the size of temporary signs was regulated in the current Zoning Bylaw and Mr. Duchesneau noted that most temporary signs are limited to six square feet. Mr. Neville stressed that when presenting each amendment to Town Meeting there needed to be a clear explanation as to why these changes were being proposed.

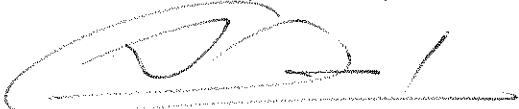
There was discussion regarding the proposed changes to the Wireless Communication Facilities section of the Zoning Bylaw. Mr. Duchesneau explained that this proposed amendment came about because the Police and Fire Departments need to erect a wireless tower outside of the Wireless Communication Facilities Overlay District to improve their communication systems to

enhance public safety. Mr. Pontoriero and Mr. Neville asked if perhaps the necessary communications equipment could be collocated on existing wireless towers in town. Mr. Duchesneau indicated he would raise this question with the Police and Fire Chiefs. Mr. Neville asked Mr. Duchesneau to look more closely at the proposed amendments for the Wireless Communication Facilities definition and section in the Bylaw for the Planning Board's next meeting.

Mr. Neville then MADE a MOTION to approve the appropriate next steps be taken to move forward with the first six proposed Zoning Bylaw amendments as modified in the discussion at the meeting. The proposed amendments regarding the Wireless Communication Facilities section would be discussed further at the Planning Board's next meeting. Mr. Pontoriero SECONDED the MOTION. All members voted in favor.

With no further business, the meeting was adjourned at 8:56 PM on a MOTION by Ms. Fillmore, SECONDED by Mr. Pontoriero, with all members voting in favor.

On Behalf of the Boxborough Planning Board

A handwritten signature in dark ink, appearing to be 'E. Pontoriero', written over a horizontal line.

Eduardo Pontoriero, Clerk